

	Portales Police Department	SOP #	111.01
		Date Revised:	
	Standard Operating Procedure & Policy	ADM. #	11.01
1700 N. Boston St. Portales NM, 88130	Crime Analysis	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

## I. Summary

This written directive establishes crime analysis or public safety functions for the Portales Police Department. These functions include, but are not limited to, documents from which crime analysis and crime data are extracted, and identification of potential or actual police/citizens concerns. This will include the documentation of the temporal and geographical distribution of crime statistics and distribution of crime analysis information, feedback and evaluation program.

### **THE PURPOSE OF COMP STAT IS SHARING INFORMATION**

- A. The Police Sergeants are required to attend one supervisors meeting per month. The Comprehensive Statistics Meeting (COMPSTAT) will typically occur on the first Monday after the first payday of each month. The meeting will be set by a Lieutenant. Sergeants can retrieve statistics from Capers. During COMPSTAT the Sergeants are required to report on criminal and traffic issues.
  1. Each Sergeant has available through computer software daily statistics and shall analyze on a shift by shift basis the crime trends.
  2. They will utilize their individual and collective resources and manpower to determine the most effective tactic to combat specific, targeted crimes.
  3. The Sergeants shall meet on a regular basis at the COMPSTAT meeting to exchange information and develop short-term and long-term strategies. This includes the identification of potential and actual police hazards that are within the service area.
  4. Visual reminders, such as the use of pin maps, etc., are encouraged as they provide a constant, on-going generation of information. This provides documentation of temporal and geographic distribution of selected crimes.

1. Each Sergeant will be responsible for presenting statistics, trends and solutions for the shift they are assigned to the Chief of Police. The Detective Sergeant will be responsible for the Detective Division.
5. They will work closely with the Department Public Information Officers to disseminate information to the community as needed.

#### IV. SOURCE DOCUMENTS

- A. The following source documents may be used to collect data for crime analysis:

1. Offense/Crime reports.
2. Field interview cards.
3. Arrest reports.
4. Supplemental reports.
5. Other reports of record within the Department.
6. Reports from other agencies.

#### V. EVALUATION PROCEDURES

On a monthly basis at the COMPSTAT meeting the Chief of Police will be briefed on all ideas and methods to address recognized crime patterns and trends. During this meeting the Sergeants are held accountable for the activity which has taken place during their shift.

- A. Goals for last month.
- B. Goals for next month.
- C. Crash Reports in relationship to citation Crime.
- D. Reports in relationship to crime patterns.
- E. Community Concerns.